



SAARC Arbitration Council (SARCO)

Islamabad

TORs

Post:	Legal Research Assistant (GSS-I)
No. of Vacancies:	1
Age:	Not more than 35 years as on 31 October 2024.
Closing Date:	Thursday 31 October 2024 at 05:00 PM (GMT+5).
Work Station:	Islamabad, Pakistan
Date of Joining:	30 days from the date of issue of offer letter.
Tenure:	3-year contract (extendable per extant Service Rules)

About SAARC Arbitration Council

The SAARC Arbitration Council (SARCO) is one of the specialized bodies of the South Asian Association for Regional Cooperation with mandates to promote arbitral institutions and resolve commercial disputes through arbitration and conciliation in a time and cost-effective manner. Pursuant to Agreement for Establishment of SAARC Arbitration Council, SARCO was established in 2007 and is based in Islamabad, Pakistan. SARCO is an equal opportunity employer, and is currently seeking a suitable candidate to fill the post of Legal Research Assistant.

Qualification and Experience

- Must have a bachelor's degree in laws from a university recognized by Higher Education Commission with, at least, 2nd division.
- A master's degree in laws will be an advantage.
- Must have minimum 3 years working experience. The candidate with more experience will be preferred.
- Some knowledge or experience in legal research, particularly in the field of arbitration and mediation would be of benefit.

Skills and Competence

- Proficiency in conducting research using electronic tools/software and resources.
- Ability to analyze complex legal materials and draw coherent conclusion in a clear and concise manner.
- Maintain confidentiality and adhere to ethical and legal standards in all research activities.
- High level of proficiency in English, written and spoken.
- Good administrative, IT (MS Office), interpersonal and organisational skills with ability to multi-task and prioritize duties
- Ability to multi-task and work independently and as part of a team or as a team leader with attention to detail



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Brief Job Description

As a Legal Research Assistant, your role involves a mix of legal research, policy analysis and administrative work. Main duties and responsibilities include:

- Conduct in-depth research in the field of arbitration and mediation including case law, conventions, and procedural rules;
- Analyze and synthesize complex legal materials into coherent and concise reports with a clear conclusion;
- Organize meetings, take minutes, proof-read documents;
- Track and monitor changes in arbitration/mediation legislations, conventions, and procedural rules including case law;
- Maintain confidentiality and adhere to ethical and legal standards in all research activities;
- Maintain databases and systems for, and manage records of legal literature and documents;
- Provide support in the administration and facilitation of all ADR cases, from filing to enforcement, including all other associated works; and
- Any other duties and responsibilities that may be assigned.

Salary and Allowances

General Services Staff is entitled to the following salary and allowances, payable in Pakistani Rupees:

1	Basic Salary	US\$ 265.00 per month
2	House Rent Allowance	50% of basic salary
3	Conveyance Allowance	US\$ 50 per month
4	Medical Allowance	US\$ 50 per month
5	Children's Education Allowance	90% of school tuition fees reimbursable. US\$ 500.00 only per year per child (Max. 2 children).
6	Festive Allowance	Equivalent to one month's basic pay per annum.
7	Leave Encashment	30 days earned leave annually per extant Service Rules.
8	Others	Per extant Service Rules.

Additional Information

1. SARCO reserves the right to reject any or all applications without assigning any reason, at any time before the acceptance of offer letter.
2. Only one application will be considered for one post.
3. Only short-listed candidates will be notified and called for test/interview.
4. No payments whatsoever will be made for attending test/interview.
5. Successful candidate will be subject to professional background check, security clearance and other necessary examinations.
6. Please submit your duly filled in application form by registered post/courier only to Finance & Administrative Officer (address given at the bottom of page).



SAARC Arbitration Council (SARCO)

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Post:	Management Information System Officer (GSS-II)
No. of Vacancies:	1
Age:	Not more than 35 years as on 31 October 2024.
Closing Date:	Thursday 31 October 2024 at 05:00 PM (GMT+5).
Work Station:	Islamabad, Pakistan
Date of Joining:	30 days from the date of issue of offer letter.
Tenure:	3-year contract (extendable per extant Service Rules)

About SAARC Arbitration Council

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Qualification and Experience

- Must have a bachelor's degree in Computer Science, Information Technology, Business Information Technology or equivalent in related fields from a university recognized by Higher Education Commission with, at least, 2nd division.
- Preference will be given to those with master's degree.
- Must have, at least, 5 years working experience in information communication technology.

Skills and Competence

- Understanding of IT principles and an ability to communicate technical concepts effectively.
- Proficiency in MS Office and database management.
- Strong communication, interpersonal, organizational skills, with detail orientation.
- Ability to work independently and as a part of a team.
- Must possess flexibility to adapt to changing technological environments.
- Ability to meet deadlines and manage high-pressure situations.
- Strong sense of discretion and confidentiality required.

Brief Job Description

As a Management Information System Officer, your main duties and responsibilities include:



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- Analyze the IT requirements and then choose and install the most suitable software, hardware and other IT requirements;
- Ensure a smooth functioning of all IT infrastructure such as servers, networks, hardware and software applications including assistance in purchasing of IT related equipment/accessories;
- Analyze current operations, protocols, and strategies, and plan for improvement in methodologies, procedures, and software development;
- Manage in-person, hybrid and virtual hearings and generate reports and create backups;
- Develop, maintain and update website and other social media platforms to keep them running smoothly;
- Provide technical assistance and support, inclusive of troubleshooting and resolve hardware and software issues;
- Conduct regular risk assessments and install/frequently update all anti-viruses and firewalls to ensure digital integrity and security;
- Develop and implement effective record keeping systems, including to protect sensitive information; and
- Any other duties and responsibilities that may be assigned.

Salary and Allowances

General Services Staff is entitled to the following salary and allowances, payable in Pakistani Rupees:

1	Basic Salary	US\$ 203.50 per month
2	House Rent Allowance	50% of his/her basic salary
3	Conveyance Allowance	US\$ 40 per month
4	Medical Allowance	US\$ 40 per month
5	Children's Education Allowance	90% of school tuition fees reimbursable. US\$ 500.00 only per year per child (Max. 2 children).
6	Festive Allowance	Equivalent to one month's basic pay per annum.
7	Leave Encashment	Thirty days earned leave per extant Service Rules
8	Others	Per extant Service Rules.

Additional Information

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2. Only one application will be considered for one post.
3. Only short-listed candidates will be notified and called for test/interview.
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SAARC Arbitration Council (SARCO)

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TORs

Post:	Private Secretary to Director General (GSS-I)
No. of Vacancies:	1
Age:	Not more than 35 years as on 31 October 2024.
Closing Date:	Thursday 31 October 2024 at 05:00 PM (GMT+5).
Work Station:	Islamabad, Pakistan
Date of Joining:	30 days from the date of issue of offer letter.
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Qualification and Experience

- Must have a bachelor's degree from a university recognized by Higher Education Commission with, at least, 2nd division.
- Must have, at least, 8 years working experience as a Private Secretary, Personal Officer or in other equivalent positions.

Skills and Competence

- High level of proficiency in English, both written and spoken.
- Proficient in MS Office Suite with a reasonably fast typing speed.
- Ability to prioritise work according to deadlines, importance and urgency.
- Proven ability to handle confidential/sensitive information with discretion.
- High ethical standards with willingness to accept responsibility.
- Ability to deal with a large range of people in a professional, courteous and tactful manner.
- Strong organizational skills, with keen eye for detail.

Brief Job Description

As a Private Secretary you will have secretarial, administrative/organisational duties, personal assistance and support to the Director General. Main duties and responsibilities include:



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- Organize schedules/diary and remind Director General of appointments;
- Greets visitors at all levels of seniority professionally, courteously and tactfully;
- Makes and directs a high volume of telephone calls;
- Write outgoing correspondences independently and deal with incoming ones (emails, letters, and phone calls);
- Prepare, proofread and edit documents, presentations, agendas, reports/minutes, and follow-up actions;
- Arrange/coordinate meetings, social events, travels and accommodations;
- Handle sensitive/confidential information with utmost discretion and integrity;
- Prepare expense claims, maintain accounts and make banking activity;
- Create and manage an organized filing system for records and files; and
- Any other duties and responsibilities that may be assigned.

Salary and Allowances

General Services Staff is entitled to the following salary and allowances, all payable in Pakistani Rupees:

1	Basic Salary	US\$ 265.00 per month
2	House Rent Allowance	50% of basic salary
3	Conveyance Allowance	US\$ 50 per month
4	Medical Allowance	US\$ 50 per month
5	Children's Education Allowance	90% of school tuition fees reimbursable. US\$ 500.00 only per year per child (Max. 2 children).
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